

Contribution Limits

A candidate for:

- State executive officer
- County office
- Legislative office
- Mayor* or city council*
- Any judicial office
- Port of Tacoma or Seattle commissioner***
- Hospital Commissioner***

must limit contributions received to the amounts shown in the tables below:

Source of Contribution	to State Executive or Port District** Candidate	to Legislative, County, City* office, or School Director Hospital Comm'r*** Candidate
Individual	\$1,900 ¹	\$950 ¹
Union Business	1,900 ¹	950 ¹
Political Committee	1,900 ¹	950 ¹
State Party Central Comm	.95/voter ²	.95/voter ²
County Party Central Comm	.50/voter ³	.50/voter ⁴
Legislative Dist Comm	.50/voter ³	.50/voter ⁴
Caucus Political Comm	.95/voter ²	.95/voter ²

Source of Contributor	To any Judicial candidate
Any contributor	\$1,900 per election

*Mayor and city council candidates should check with the appropriate city clerk to learn whether the city has enacted lower contribution limits.

Limits apply to candidates for:

- **port commissioner in jurisdictions with more than 200,000 registered voters as of the last general election.
- ***hospital commissioner in district with a population over 150,000.

- ¹ Separate limit for primary election and general election.
 - ² Limit for election cycle (i.e., from start of candidate's campaign through election year).
 - ³ All county central committees and legislative district committees share a combined limit per candidate of \$.50 per registered voter during the election cycle.
 - ⁴ A legislative district committee and the county central committees in that district may only give to candidates in their jurisdictions and they share one limit of \$.50 per registered voter for the election cycle.
- Candidates for **local offices other than those listed** are not limited by state law regarding amounts that may be accepted.
- The following two restrictions apply to **all candidates**, even those not subject to contribution limits.

- No candidate may accept:
- anonymous contributions in excess of \$300 per year or 1% of the contributions received, whichever is greater.
 - more than \$5,000 from one source (except the state party committee) during the last 21 days before a general election. (\$50,000 maximum for a Supreme Court or state executive office candidate.)

Electronic Filing

Candidates that expect to spend \$5,000 in the current campaign or who spent \$5,000 or more in the previous campaign for the same office are required to file campaign finance reports electronically.

PDC staff provides free electronic filing software and training to all candidates and political committees.

Forms & Instructions

Available from county election offices, the PDC office, or the PDC's website, www.pdc.wa.gov. All reports can be electronically filed – the candidate who opts for full reporting will likely be required to E-file C-3 and C-4 reports.

Mini Campaign Reporting Instructions & Reporting Forms:

- C-1 Registration Form
 - F-1 Financial Affairs Statement
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Full Reporting Campaign Instructions & Reporting Forms:

- State Executive & Leg Candidates
 - Local and Judicial Office Candidates
 - Political Committees
- C-1 Registration Form
 - F-1 Financial Affairs Statement
 - C-3 Cash Receipts
 - C-4 Receipts & Expenditure Summary
 - Sched A Cash Receipts / Expend.
 - Sched B In-kind Contributions, Orders Placed, Debts
 - Sched C Corrections
 - Sched L Loans
 - Attachment Au Auction Report
 - LMC Last Minute Contribution Report

Electronic filing information and instructions can be found on the PDC Web site at www.pdc.wa.gov/filers/orca.

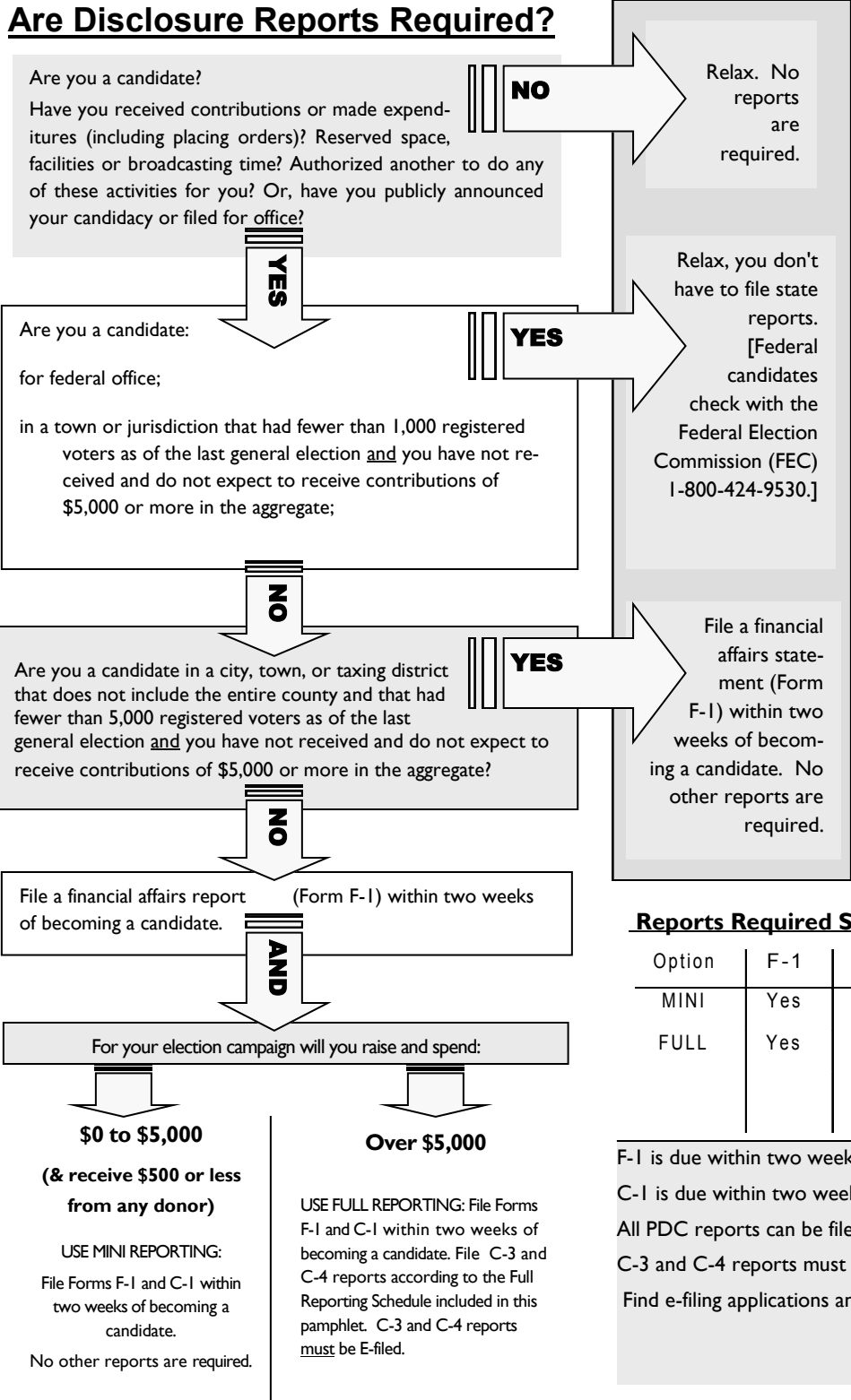


Candidate's Campaign Reporting Guide
April 2015

Washington State
Public Disclosure Commission
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Olympia WA 98504-0908

(360) 753-1111
Toll-free 1-877-601-2828
www.pdc.wa.gov
e-mail: pdc@pdc.wa.gov

Are Disclosure Reports Required?



Need Help?

www.pdc.wa.gov

- PDC forms and instructions are available on-line under "Filer Resources"
- Contribution and expenditure reports must be electronically filed by most candidates— download the free software from the PDC's website.
- The PDC offers compliance and electronic filing workshops each month.
- Watch the PDC's online training videos to learn more about campaign disclosure laws.
- Compliance and e-filing training videos can also be found on the PDC's [Facebook](#) page.

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E-mail your questions to pdc@pdc.wa.gov, or call a political finance specialist at (360) 753-1111 or toll-free at 1-877-601-2828.

Reports Required Summary

Option	F-1	C-1	C-3	C-4
MINI	Yes	Yes	No	No
FULL	Yes	Yes	Yes	Yes

F-1 is due within two weeks of becoming a candidate.
C-1 is due within two weeks of becoming a candidate.
All PDC reports can be filed electronically.
C-3 and C-4 reports must be filed electronically.
Find e-filing applications and software at www.pdc.wa.gov.

Political Advertising

Generally, political ads of all types must identify the sponsor of the ad. A candidates running for partisan office must include party preference in all advertising.

Details about these and other requirements can be found in the Political Advertising brochure.

Keeping Books

The key to complying with campaign disclosure requirements is to keep detailed records of each contribution and expenditure and file reports on time.

Keep all campaign records for five years after the election.



Campaign books include bank statements, deposit slips, cancelled checks, checkbook register as well as receipts, invoices, copies of contribution checks, notes or documents regarding orders placed or loans, etc., or any ledgers, journals or lists identifying contributors (and the date and amount each has given)

Campaign books must be available for public inspection during the last eight days before an election.

2015 Full Reporting Schedule

- C-4 File the C-4 with initial C-1 if contributions were received or expenditures made.
- C-4 Through May, C-4s are due by the 10th of each month if no other C-4 is required during that month and if contributions or expenditures are over \$200 since the last C-4.
- C-3 File a C-3 for each deposit showing sources of contributions. All contributions must be deposited within 5 business days of receipt. Prior to June 1st, C-3s are filed with C-4 reports. Starting June 1, file a separate C-3 on Monday for each deposit made in the previous week.

- C-4 July 14 21 days before primary
- C-4 July 28 7 days before primary
- C-4 Sept 10 Post-primary report
- C-4 Oct 13 21 days before general
- C-4 Oct 27 7 days before general
- C-4 Dec. 10 Post-general report

Dates shown are for **2015 primary and general elections** only. Candidates participating in special elections file C-4 reports 21 and 7 days before and on the 10th of the first month following the election.

www.pdc.wa.gov